

[REDACTED]

From: Ivanova Nadezhda V. <[REDACTED]@rttv.ru>
Sent: Monday, November 30, 2015 8:22 AM
To: [REDACTED]
Subject: RE: Michael Flynn/RT TV America- 12/10/15 Logistics
Attachments: Program_Conf_EN.PDF

Dear [REDACTED],

Please find the conference's finalized program attached to this letter.

Also I just wanted to double check that General Flynn's and his son's visa issuing process is going alright.

We look forward to seeing General Flynn and his son in Moscow!

With all the best wishes,
Nadia

From: [REDACTED]@authorities.com]
Sent: Tuesday, November 24, 2015 11:09 PM
To: Ivanova Nadezhda V.
Subject: RE: Michael Flynn/RT TV America- 12/10/15 Logistics

Hi Nadia,

I hope you have been well! After looking over the information provided through the questionnaire, my colleague who is working on General Flynn's itinerary has a few questions. Please see her questions below:

- You provided one hotel confirmation number – please make sure you have reserved TWO rooms (one for General Flynn, one for Michael Flynn) and send us both confirmation numbers.
- We know that the meeting starts at 9:30 and General Flynn goes on at approx. 11:10 – what time do you want to do his AV check/mic him? Right before? When should he arrive by?
- Who will General Flynn and Michael be seated with at dinner?
- We see that you have a cab listed as General Flynn's ride back to the airport – BUT it needs to be a professional car service picking him up from the airport and returning him on 12/11 – can you please arrange this and send us the name of the company and a contact number?

Thank you,
[REDACTED]

From: Ivanova Nadezhda V. [REDACTED]@rttv.ru]
Sent: Friday, November 20, 2015 4:32 AM
To: [REDACTED]
Subject: RE: Michael Flynn/RT TV America- 12/10/15 Logistics
Importance: High

Dear [REDACTED],

I am forwarding you the completed by my colleagues questionnaire:

PRE-EVENT QUESTIONNAIRE

CLIENT: RT TV- America

EVENT DATE: 12/10/2015

TALENT: General Michael Flynn

NAME OF EVENT SITE: Metropol Moscow Hotel

Address: 2 TEATRALNIY PROEZO

Moscow, Russia 109012

Phone: +7 499 501 78 00

TECHNICAL A/V CONTACT:

Name: [REDACTED]

Title: [REDACTED]

Office Phone: +7 [REDACTED]

Cellular Phone: +7 [REDACTED]

E-mail Address: [REDACTED]

If the speaker's presentation will be recorded, who should we contact after the event for a copy of the DVD? Nadezhda Ivanova is a contact person (below), she will pass the DVD with a recording to General Michael Flynn

SPEAKER'S CONTACT AT MEETING SITE:

Name: Nadezhda Ivanova

Title: Manager, Content Distribution Service, RT Channel

Office Phone: +7 [REDACTED]

Cellular Phone: +7 [REDACTED]

E-mail Address: [REDACTED]@rttv.ru

On-Site Arrival Date: 12/10/2015

ACCOMMODATIONS

Address: Hotel Metropol , 2 TEATRALNIY PROEZO,

Moscow, Russia 109012

Phone: +7 499 501 78 00

Hotel Confirmation Number: 1181057

GROUND TRANSPORTATION

Which of the following would you prefer:

A) The Speaker (or Leading Authorities) provide his/her own transportation- Home City

B) The Client arrange for a car/driver to pick up the speaker- Event City – Nadezhda will personally meet General Michael Flynn at the airport and deliver him to the hotel with the driver

C) Other:

TIMETABLE

12/09/2015

15:25 Arrive in Moscow

18:00 Check into the hotel

20:00 Meeting (briefing) with moderator of the session in the hotel's lobby

12/10/2015

- 9:30– 16:30 International Conference: “Changes In The Global News Media Landscape” (Metropol Hotel)
- 19:00–23:00 Gala-dinner celebrating RT's 10 anniversary on air (Noviy Manezh historic building, Moscow, Georgievskiy lane 3, bld.3)

9:30– 16:30 International Conference: “Changes In The Global News Media Landscape” (Metropol Hotel)

Speaker Arrival Time/Place: The conference is taking place at the conference hall in the same hotel, where General Flynn is staying. The session begins at 11:10 (please note, that 30 minutes shift is possible, we will send the finalized session time next week)

A/V Check Time/Place: Conference hall, Hotel Metropol

Event Begins: Time/Place: 9:30 Hotel Metropol, Onegin hall

Preferred Presentation Format (e.g. prepared remarks vs. Q&A): One on one talk (30 minute interview on stage with 15 min Q&A from the audience)

If there is Q&A, will it be moderated? Yes, it will be, please see moderator's bio in “WHO WILL INTRODUCE THE SPEAKER” section

Presentation End Time: 12:00 (please note, that 30 minutes shift is possible)

Additional Activities (meals, photo-ops, etc):

9:30– 10:00 Welcome coffee (at the conference site)

12:00 – 12:30 Coffee break (at the conference site)

14:00 – 15:00 Lunch (at the conference site)

SPEAKER'S ATTIRE: Business Casual

AUDIENCE ATTIRE: Casual

WHO WILL INTRODUCE THE SPEAKER? (Please send bio if possible)

Name: Sophie Shevardnadze

Title: TV presenter

Sophie Shevardnadze is a professional journalist and granddaughter of former Georgian President Edward Shevardnadze. Sophie holds an M.A. in Journalism from New York University, and a B.A. in Cinema from Boston University. She also has a diploma from the Conservatoire de Paris, where she studied piano.

Sophie previously worked as a producer with ABC, and a special correspondent for the Georgian broadcast network Imedi. She has hosted her own talk show on RT, SophieCo, since 2005.

Sophie is also a columnist for a number of Russian magazines, and a show host for a Moscow-based radio station. She is fluent in Russian, English, Georgian, French and Italian.

Name of Meeting Room: -

AUDIENCE SIZE AND DESCRIPTION:

We are expecting around 300 attendees including journalists, foreign policy analysts and economics experts from all over the world

Please note that there can be possible approaches from the press presented at the conference

PLEASE CONFIRM THAT THIS IS STILL THE SPEECH TOPIC YOUR SPEAKER SHOULD PRESENT: We are still working on the session name, but the speech topic is as follows:

Seeing how the Middle East security situation isn't getting better at all despite all the global involvement in its affairs, we want to get a broader view of the U.S. policy in the region throughout the last decade. Why are peace and stability so elusive? Using your expertise as an intelligence professional, we'd like to talk about the decision-making process in the White House - and the role of the intelligence community in it. We'll raise the questions of hammering out the right strategy against ISIL - questions of coherence and the intensity of the military aspect of it. Also, among the ways to 'fix' the region, what can be made of the international efforts? Is America ready for cooperation with other countries on the Syrian question and to what extent?

WHO ELSE IS SPEAKING AT THE EVENT? Please see the attached file with the conference draft, please note it's still work in progress. Please keep this file private

IS THERE A THEME/TITLE FOR THIS EVENT?

International Conference: “Changes In The Global News Media Landscape”

IS THERE A HASHTAG OR TWITTER HANDLE FOR THIS EVENT? It will be, we are still working on the name and will send it to you shortly

19:00–23:00 Gala-dinner (invitation only) celebrating RT's 10 anniversary on air (Noviy Manezh historic building, Moscow, Georgievskiy lane 3, bld.3)

Speaker Arrival Time/Place: There will be a guided 15 minutes' walk from the hotel to the Noviy Manezh building (18:45) through the Moscow's historic center

Event Begins: Time/Place: Noviy Manezh building (Moscow, Georgievskiy lane 3, bld.3)

19:00 Welcome cocktail

20:00 Gala dinner (we will send the list of who will be seated with General Flynn at the same table by the 1st of December)

Approx. 23:00 15 minutes' walk from the Noviy Manezh to the hotel

SPEAKER'S ATTIRE: Black Tie

AUDIENCE ATTIRE: Black Tie

AUDIENCE SIZE AND DESCRIPTION:

250 guests including Russian politics leaders, public persons, business Big League, foreign policy analysts and experts (conference speakers)

12/11/2015

07:25 Taxi from the hotel to the airport

10:25 Depart Moscow

Have a great weekend!

Best regards,

Nadia

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